



857 Chimney Hill Shopping Center, Virginia Beach, VA 23464

Phone: 757-463-5072 Fax: 757-463-5382

## Phyllis Coleman: Owner

The purpose of The Sitter Inc. is to provide a spiritual, nurturing, yet challenging atmosphere in which children can learn through play, build self-confidence, and think creatively. We at The Sitter Inc. believe the scripture, Proverbs 22:6 says, "Train up a child in the way they should go and when they grow old, they won't depart". Self-help and independence will be encouraged by the age of the child. We believe that parents and the center should work together closely for the benefit of the child.

### HOURS OF OPERATION

The Sitter is open the following hours:

**Mon-Fri. 6:30am – 5:30pm**

The Sitter will be closed on the following days: New Year's Eve, New Year's Day, and the day after, Martin Luther King, Jr. Day, Memorial Day, Juneteenth (June 19th), Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after. Any additional will be posted within seven (7) days of closing. There are no tuition reductions for closed days.

### RATES & FEE

	Infants	Toddlers (16 mos. – 2yrs)	2 1/2 yrs-K3	K4-Kind.	1st-6th grade
Per week (Full time)	\$280.00 <i>Full-time care consists of 10 hours per day.</i>	\$260.00	\$240.00	\$220	\$210
Part-time (1-3 days)	\$210.00 <i>Part-time care consists of 5 1/2 hours per day.</i>	\$200.00	\$180.00	\$150	\$140
Per day*	\$75	\$70	\$60	\$60	\$50
* Per day - to use this option, you must be enrolled at The Sitter, Inc.					

Before School Only:	\$85.00**	Half Day Kindergarten:	\$200.00**
Before and After School:	\$145.00**		
After School Only:	\$92.00**	Bus Transportation:	\$10 per child/per wk.

**REGISTRATION FEES:** There is a non-refundable Registration Fee in the amount of:  
 \$135.00 (first child)      \$205.00 (two children)      \$305.00 (three children).

**SUMMER FIELD TRIP FEE:** \$135

*\*Ask about our Military (government), Law Enforcement/Firefighter & Healthcare Workers discount\**

## **PAYMENTS**

The Sitter accepts cash, local checks, and all major credit cards for payment. Daycare payments are due on Monday of each week. There will be a \$7.00 late fee per day if payment is not made on Monday and the child is in regular attendance. Returned checks will incur a fee of \$60.00 which is due within 72 hours of notification.

## **ADMISSION**

The Sitter by state regulations requires that the following information be completed before entering our program: A birth certificate or birth letter or passport, an updated immunization record, a registration form, and an information card is required.

In addition, a state school entrance physical must be completed and signed by your child's physician within 15 days of enrollment.

Parents or other responsible persons are required to bring the child into the center. They must remain with the child until the supervisor on duty checks the child into the center.

Children must be bathed and dressed for the day including socks and shoes. No open-toe shoes are allowed. A complete change of clothing labeled with your child's name must be provided for each child.

All licensed daycare centers are mandated by laws to report any suspected child abuse or neglect to the proper authorities.

## **TERMINATION PROCEDURES**

To withdraw a child from The Sitter Inc. for any reason or change contracts you must give the center a two-week written notice. A two-week tuition fee will be charged if the notice is not given.

## **LINES OF AUTHORITY:**

**OWNER—Phyllis Coleman**

**DIRECTORS—Amber Parks, Patrice Morrison**

**ADMINISTRATOR—Jaquail Cook**

**VAN DRIVERS—Libby Maurio (AM), Jacquail Cook (PM)**

**COOK—Phyllis Coleman**

## **STAFF QUALIFICATIONS**

All staff are required to have at least six months of experience in early childhood and must have the ability to relate to the children, parents, and other staff members. The staff is required to be examined by a physician annually and cleared of any disability that would prevent them from caring for the children. Several members of our staff are MAT certified. All our staff are FIRST AID and CPR certified.

## **TRANSPORTATION**

We do provide transportation to neighboring schools. Rosemont Elementary drops off only in the PM. If a child is absent and/or picked up early, please make sure to notify us. If we are not notified there will be a \$5 per child per trip inconvenience fee!

## **SICK POLICY**

We are trained and it is state policy that we perform daily health checks on all children each day. Children will inevitably get sick, no matter where they are. In childcare settings, children will encounter groups of children outside of their families and will be exposed to illnesses. We ask that parents help us in our quest to keep all the children healthy as we can by keeping your child home if he/she has a severe cough, temperature, diarrhea, sore throat, vomiting - until these symptoms disappear. If any of these symptoms occur while your child is here at The Sitter a trained staff will evaluate your child and request that your child be picked up within the hour. If your child is sent home with a temperature, they are required to be out of the center for 24 hours after the temperature is back to normal. If your child is on medication for an infection, they must be on the medication for 24 before returning to school. We thank you for your cooperation.

## **MEDICATION**

**When medication is administered to a child at The Sitter Inc. following will apply:**

Prescribed medication with authorization from the child's physician and signature from the parent will be administered. Medication must be in its original container with the child's name and physician's direction clearly stated.

**The following procedure should be followed:**

1. Parent or guardian bring medication into the center and completed medicine request with authorization from a doctor.
2. Medication will be stored in the refrigerator or locked box.
3. Medication will be administered by a MAT-certified staff ONLY.
4. Medication will be returned to the parent at the end of the authorization period.

Any over-the-counter medication will be administered to children over the age of two with appropriate dosage on the original container accompanied by authorization from the physician.

All medication requests are valid for up to ten days unless a physician's written notice for the long-term administering is given.

## **HANDWASHING**

Hand washing is the most important means of interrupting the transmission of communicable diseases. We, at The Sitter Inc., encourage hand washing upon entering the building and throughout the day - before and after meals, toileting/diaper changing, after going outside, and when hands come in contact with bodily fluids.

### **PERSONAL BELONGINGS**

All children must bring a change of clothes with their name clearly marked on them. Children who wear diapers must bring enough disposable diapers for their stay at The Sitter Inc. Diapers are checked at least every two hours. Each child must bring wipes as well. If your child should run out of diapers or wipes a charge for each will be the following:  
diapers-- \$2.50 wipes-- \$1.00

Please do not bring toys into the center because WE ARE NOT RESPONSIBLE NOR WILL WE REPLACE them if they are lost or broken. This also goes for electronics (tablets, phones, laptops, etc.) for all age groups.

### **VIRTUAL LEARNING**

Make sure that your child has all the materials needed for them to do their classwork because there will be no sharing of items (HEADPHONES, CHARGED DEVICES, CHARGER, NOTEBOOK, HOTSPOT, ETC). THIS IS NOT OUR RESPONSIBILITY!!! Please make sure that your child knows their log-in times and class schedules as well.

### **PICK UP POLICY**

Parents must come into the facility and sign out their child/ren at the time of release. If someone other than the parent is picking the child up their names must be listed on the emergency card. If for some reason you are authorizing someone other than the persons on your emergency card is picking up your child, they must show proof of identity in the form of a valid driver's license or VA. ID card.

### **LATE PICK-UP POLICY**

The closing time is 5:30 pm daily. A late fee of \$7.00 per minute per child will be imposed if your child is not picked up by closing. Late fees are due at the time of pick up.

### **FAILURE TO PICK UP CHILD**

If your child is not picked up 19 minutes past the time of closing, we are required to call The Department of Social Services and The Virginia Police Department. Additionally, you will be charged a fee of \$7.00 per minute per child.

## **DISCIPLINE**

Destructive or unruly behavior will not be tolerated at The Sitter.

Our policy on discipline is:

1. A child may be removed from the group within the open view of the caregiver.
2. Denial of food is prohibited.
3. Detention of a child in the center when others are going outdoors for activities shall be kept to a minimum.
4. Positive reinforcement of acceptable behavior is to be used.
5. The use of physical force as a discipline measure is prohibited.
6. Isolation, where a child is left unattended, is prohibited.
7. If a child persists in displaying unruly conduct or behaves in a manner, which may be destructive to themselves or the other children, the parents will be called to pick up the child.
8. Removal from the center for a short period or permanent basis for behavior problems will only be used in extreme cases.

## **FOOD POLICIES**

No outside foods are permitted in the center. Our food program is regulated by USDA and we provide breakfast, lunch, and an afternoon snack to all children.

## **EMERGENCY PLANNING**

The Sitter staff is trained on safety procedures, special hazards, and commonly occurred accidents. They are trained on evacuation procedures and what to do in the event of accidents. All staff are FIRST AID and CPR certified.

## **FIRE**

The Sitter is protected by an alarm system. The automated system is directly connected to the fire department and emergency medical personnel. Monthly fire drills are conducted and evacuation plans are posted. Fire extinguishers are regularly checked and certified by the Fire Brand Co.

## **SEVERE WEATHER**

In the event of severe weather, The Sitter is equipped with battery-operated radios and flashlights as well as emergency lighting equipment. The center will contact parents or emergency contacts if early release is required. Parents are required to pick the child up within the hour. During the school year, we do follow the procedures of the Virginia Beach Public School System.

## **MISSING PERSONS**

If a child is missing, the staff will search the building as well as the grounds, if the child is not found the police and parent will be notified immediately. If a child is attending another school or program and is to attend The Sitter afterward and the child does not get dropped off by the bus or the school does not put the child on the van, we will immediately contact the school officials to see where the child is. If we are not satisfied we will then contact the parent and then the local authorities if necessary.

## **ACCIDENTS**

All injuries will be logged with the information on name, date, time, details of the injury. This information will be relayed to the parent on the child's departure. Parents will be notified immediately by phone if a serious injury occurs, if necessary 911 will be contacted.

## **OUTSIDE**

The children will go outside to play at least two times per day for 20 minutes if weather permits. Sunscreen will be applied to each child during warm weather.

## **DIAPER CREAM AND SUNSCREEN**

The staff at The Sitter will apply diaper cream and sunscreen and insect repellent with the parent's authorization form only. If your child has allergies we will allow you to bring in their sunscreen otherwise we will provide sunscreen for all children.

## **CUSTODIAL PARENT**

We do have an open-door policy here at The Sitter and will allow parents to come and visit or pick them up.

## **EMERGENCY EVACUATION OR THREATS**

We have trained all staff on emergency procedures in the event of an emergency that would cause us to evacuate. We practice our Shelter in Place twice a year so the children and staff will know what to do in the event of an emergency. We will contact the authorities and each teacher will move their class to safety and call the parents in the event we have to evacuate. Each teacher has a copy of the emergency contacts in each classroom along with their attendance book. We will take the children to Rosemont Elementary School for our shelter. The director or supervisor will instruct the staff on when to call the parents. Staff will be assigned to remove children, staff will be assigned to contact parents, staff will be assigned to retrieve emergency supplies, and staff will be assigned to secure the building if time permits. We require that children be picked up at least thirty minutes from the time the parent is called. If the child is not picked up within thirty minutes timeframe we will charge a \$7.00 per minute late fee.

## **REPORTING SUSPECTED CHILD ABUSE**

The Sitter as a licensed Child Care Center is mandated by law to investigate and if circumstance proves we are to report suspected child abuse to the proper authorities.

## **OUR FACILITY**

Our facility located at 857 Chimney Hill Shopping Center has been licensed by the state of Virginia for 126 children. We consist of 5,150 square feet of space, with 7 classrooms, 5 bathrooms, a fully equipped kitchen, and a fully fenced-in playground.

## **INSURANCE**

The Sitter Inc. is covered by liability insurance.

## **COVID 19**

**The Sitter, Inc is following all mitigation strategies put forth by the Centers for Disease Control and Prevention to be an area of minimal chance of impact by the COVID-19 virus. Our custodial staff are aware of COVID-19 and are now using cleaning products that sanitize our facility and kill the virus.**

Face masks are required upon entry. Children aged 5 and over must have a mask (NO MASK NO ENTRY). We will only admit one family in the building at a time - please be mindful of other families that may be waiting for entry. Upon arrival, everyone must wash/sanitize their hands. To help minimize the spread of COVID as always, we sanitize toys and disinfect all surface and contact areas constantly. Also, we use UVC sanitizing lights daily after hours. If a room is closed due to exposure and/or kids need to be out for quarantine, TUITION is regularly due! Please inform us if anyone has been exposed in your household. If your child displays any COVID symptoms, please keep them home and notify us immediately!



Please acknowledge your receipt and review of The Sitter, Inc. policy and procedures by completing the information below. Return this form to our office at The Sitter, Inc. to complete your registration.

I have received and read The Sitters, Inc Parent Handbook.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_